



HRS PLANNING COUNCIL MINUTES

March 8, 2017

The meeting of the Human Resource Services Planning Council was held on Tuesday, March 8, 2017 in the HRS A-1 conference room. Shawna Cohen called the meeting to order at 2:05 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Molly Faulkner, Aaron Hudson, Catherine Parshalle, Jose Vargas

Members Absent: Suzanne Sebring

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the November 10, 2016 meeting were approved. (MSC: MF/AH)

The minutes will be posted on the Palomar webpage at:

<http://www2.palomar.edu/pages/hrspc/minutes-and-agendas/>

II. Projects

Institutional Effectiveness Partnership Initiative (IEPI)

S. Cohen reported an IEPI Team visit is scheduled on March 17th. The District requested the Team to review two areas; enrollment management (an accreditation recommendation) and HRS recruiting practices.

Classification Activities

S. Cohen reported on two classification processes:

- Re-evaluation: At the conclusion of negotiations between the District and the CCE (with regard to the implementation of the changes resulting from the recent classification study done by RSG), the parties selected a total of forty (40) positions (20 + 20) for re-evaluation. Not all employees in these positions chose to participate. RSG completed the re-evaluation analysis and recommendations will go to the Board on March 14, 2017.
- Article 10-Classification & Reclassification: The District and CCE agreed to re-open the process outlined in Article 10 and approximately twenty-five (25) classified employees are participating. Any changes will become effective July 1, 2017.

Professional Development and Related Activities

S. Cohen reported the PD Committee is planning to implement *Cornerstone Learn and Connect* Programs. The Learn module is a software program that will allow the District to offer training and track learning of all employees. The Connect module provides a place for employees to connect online in a secure environment. CCC Media is working on a contract with Cornerstone to have 5 colleges pilot- test the software program. If approved, Palomar College can be one of the pilot colleges and CCC Media will cover all costs for Cornerstone.

S. Cohen reported on three other areas the new PD committee is focusing on:

- A District-wide PD Plan (to comply with new regulations)
- District-wide PD activities – Ideas are being shared and discussed for a unique new plenary event that would benefit all employee groups; allowing participation and networking. S. Cohen urged committee members to forward any ideas to her.
- Faculty Tea (PD subcommittee) – Planning is under way to update and revitalize this important annual event in an effort to increase interest and participation.

EEO: Title IX Update

S. Cohen reported there is a new link, *Title IX – Campus SaVE Act*, on the front page of the Palomar College website. Title IX information and resources are easily accessed along with a new training module on sexual harassment prevention, titled *Not Any More*. Viewing this two-minute training module will soon be a requirement for students and employees. Annual CSA-Cleary Act training for employees is provided by Karen Boguta-Reeve. *Keenan Safe Colleges* online training is also available to employees.

S. Cohen reported there are currently three open unlawful discrimination/sexual harassment cases and five other cases this year have been investigated and closed.

Recruitment Update

S. Cohen reported the second search for a new Vice President Human Resource Services failed. The District is looking at other marketing strategies that will increase the applicant pool. An executive search firm may be utilized to recruit an interim VPHR and/or search for qualified candidates for the permanent position. Recruiting for other positions continues; currently there are 130 active recruitments (including 85 part-time faculty positions).

III. Other

Benefits

S. Cohen reported there was a Health & Lifestyle Expo which took place in the ST/AA Courtyard from 11 am to 1 pm on Wednesday, 2/22/17. The event was well attended by employees and included biometric screening, interactive demos, nutrition information, and prizes.

Effective January 1, 2017, new state regulations replace the current mandatory tuberculosis (TB) skin testing for community college employees with a TB risk assessment. Palomar College Health Services will no longer provide TB tests; employees must see a medical professional every four years who will complete a risk assessment certifying there is no risk of TB.

IV. Adjournment

The meeting was adjourned at 2:50 pm.